



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams St)
Ft Harrison, Montana 59636-4789

HRO

DATE 08 September 2006

**HUMAN RESOURCES MANAGEMENT OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 06-438
CLOSING DATE 12 September 2006**

**POSITION ADVERTISED AREA I - TEMP PROMOTION / TEMP REASSIGNMENT (AREA II
TEMPORARY INDEFINITE) WITHOUT POSSIBLE PERMANENT STATUS.
5 DAY ADVERTISEMENT.**

BARGAINING UNIT POSITION: **Budget Analyst, GS-0560-11**

SALARY RANGE: GS-11 \$51,972.00 - \$67,567.00 PA (per annum)

LOCATION: USP&FO, Helena, Montana

SELECTING OFFICIAL: MAJ Brad Willcockson

APPOINTMENT FACTORS

Maximum Military Grade: MAJ/O-4

EXCEPTED ☒ OFFICER ☒ WARRANT OFFICER ☐ ENLISTED ☒

COMPATIBILITY: MOS: OFF: 45 ENL: 44, 73C/D/Z

NON-SUPERVISORY ☒ TEMP INDEF ☒ (AREA II) TEMP ☒ (AREA I Temp promo/Reassign)
BOTH AREA I AND II WITHOUT POSSIBLE PERMANENT STATUS

AREA OF CONSIDERATION

AREA I APPLICANTS WILL BE CONSIDERED FIRST.

- ☒ AREA I All excepted permanent technicians of the Montana ARMY National Guard.
- ☒ AREA II All members of the Montana ARMY National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Army National Guard. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosure 1). Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

SUMMARY OF DUTIES: A brief statement of duties from Position Description No. 70367C/E00. If applicants desire, a copy of the PD can be obtained from the HRO. The primary purpose of this position is to provide management oversight and guidance to the budget formulation and execution process. Provides management oversight to the budget process, including planning, programming, budgeting, allocation, and execution of funds. Reviews annual appropriation and authorization legislation to determine congressional intent. Produces monthly reports and summary reports on annual funding programs an allotment for these accounts to PMs, Senior management, the Chief of Staff the Adjutant General (AG) and NGB. Prepares quarterly resource management reports, monthly analysis of financed orders in relation to forecasting expenses and provides narrative explanation of the causes of variances between actual and budget objectives. Independently develops and implements guidelines and policies as well as management controls for effective budget execution. Exercises primary oversight of program manager appointments and delegations of authority.

PRE-EMPLOYMENT PHYSICAL: Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

PCS FUNDS NOT AUTHORIZED.

PROMOTION POTENTIAL: None

EVALUATIONS AND RANKING CANDIDATES: All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Complete and accurate data is essential to insure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). The State Merit Promotion Plan (DMAMT (AR) Regulation 690-335) applies to all applicants. **THIS IS A BARGAINING UNIT POSITION.**

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E. Continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, SF 171 or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered. APPLICATIONS FAXED (324-3135) OR E-MAILED (hrojva@mtgrea.ang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3138, DSN: 324-3122/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

WWW.DISCOVERINGMONTANA.COM/DMA/HRO

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, MAJ, MT NG
Human Resource Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 06-438

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

KSA'S FOR BUDGET ANALYST, GS-0560-11, 70367C/E

1. Knowledge of the ARNG Resource Management cycle.
2. Ability in using budget management principles and practices.
3. Ability to conduct training.
4. Skill in analyzing budget and obligation plans.
5. Ability in applying complex regulations and guidance to budgetary programs.
6. Skill in using computer programs (such as Wordperfect, Powerpoint, Excel, or Access).
7. Skill in maintaining records and reports.

GENERAL EXPERIENCE: General experience, education, or training which demonstrates the applicant has the ability to develop procedures and implement budgetary processes, policies and regulations.

SPECIALIZED EXPERIENCE: Must have 36 months of specialized experience in performing, administering, or advising on budgets.

BRAD WILLCOCKSON
MAJ, MT ARNG
Financial Manager

Enclosure 1